



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Analyst

Statewide

**Location:** Information Security Office  
300 Capitol Mall, Suite #1510, Sacramento, CA 95814

**Issue Date:** June 9, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Patrick Lindley, 916-445-1720

**Who May Apply:** Individuals with proof of application to, or enrolled as, a student in an appropriate College or University.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-726-5157-018

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under general direction of the Data Processing Manager III, the incumbent performs analysis for the Information Security Office using initiative, independence, and originality in the areas of legislative bills, special projects, and budget planning. Incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Using logical and creative analytical techniques, work independently and/or with others on special projects pertaining to legislation, budget, procurement, or other areas directly affecting the ISO mission. Perform routine and/or detailed work and apply administrative principles. Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Review and analyze monthly expenditures to develop a yearly budget plan for the ISO. Liaison between the ISO and SCO Budget Office by reviewing monthly expenditures ledger and reconciling any discrepancies.
- Provide analysis of current, pending, or proposed legislative bills that may have an effect on the ISO and/or SCO business functions as it pertains to both information and site security.
- Act as liaison between the ISO and Human Resources Office by reviewing monthly attendance documents and addressing requests for information.
- Maintain and monitor office supplies by preparing and submitting appropriate purchase orders for supplies and equipment.

### Desirable Qualifications:

- General knowledge of Information Security and related fields.
- Ability to reason logically, effectively communicate.
- Ability to use Microsoft Office Suite.
- Work well with others and contribute to a positive work environment.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Information Security Office

300 Capitol Mall, Suite #1510,

Sacramento, CA 95814

Attn: Patrick Lindley

Please reference position numbers on application.